

1 To Begin

1.1 Introduction

This Guide explains how to use the Administration functions in the Metrics application. It contains pictures of every data entry screen for each Administration function.

ManTech Systems Solutions Corporation developed the Metrics computer application to allow you to enter Metrics-related information into a single database. It is easy to learn how to use this application because it is designed for use as a Windows application.

1.2 Opening the Application



Metrics (AMS) Icon

To open the Metrics application:

- Double-click the **Metrics** (or **AMS**) icon. (See Section 1.2.1.)
- or
- Click the **Metrics** (or **AMS**) icon, and then select **File: Open** on the Windows menu bar. (See Section 1.2.2.)

Note: Due to ObjectView/Key Assemble limitations, you cannot open Metrics while another ObjectView or Key Assemble application is open. If you are running another ObjectView or Key Assemble application, you must first exit that application and re-boot your computer before starting Metrics and vice versa.

1.2.1 Opening by Double-Clicking

When the Metrics application was installed on your computer, an icon was placed in the Program Manager. This icon is a little picture with a caption under it that says either "Metrics" or "AMS." You use the **Metrics** icon to open the Metrics application. To do so, you must first select the icon, and then "tell" the computer to open what you have selected. You can do this by double-clicking the icon.

To double-click the icon, move the mouse around on your mouse pad (or desk top) until you have positioned the pointer over the **Metrics** icon. Next, press and release the left mouse button two times in rapid succession. If you do the second click fast enough and immediately after the first click, you will successfully communicate to your computer that it should open up the Metrics application.

1.2.2 Opening by Selecting

You can use your mouse or keyboard to open (or enter) the Metrics application. Two methods that use the mouse and/or the keyboard are discussed in the following two sections.

Selecting the Icon

To select the icon, move the mouse around on your mouse pad (or desk top). Continue moving the mouse until you have positioned the pointer over the **Metrics** icon. Next, press and release the left mouse button one time. The icon is now selected. (Pressing and releasing the button one time is called clicking.) Once you have selected the icon, your computer highlights (changes the appearance of) the icon.

Selecting File:Open

After you select the icon (and it is highlighted), select the word "**File**" at the top of your screen.

Note: The row at the top of your screen that contains the word "**File**" is called the menu bar. **File** and other words on the menu bar are called menu items. **More information about the Metrics menu bar can be found in Section 5.3.**

There are two ways to select **File**.



- Mouse method: Move the mouse around on your mouse pad (or desk top). This also moves the pointer on your monitor screen. Continue moving the mouse until you have positioned the pointer over the word "**File**" on the menu bar. Next, press and release the left mouse button one time. (Pressing and releasing the button one time is called clicking.) **File** is now selected. *Note: This document assumes a right-handed mouse.*



- Keyboard method: Notice that the **F** in the word **File** in the menu bar is underlined. The significance of the underlined letter is that Windows gives you another way of selecting **File**. This alternate method uses the keyboard instead of the mouse. To select an item that has an underlined letter, press the **Alt** key on your keyboard and the underlined letter at the same time. So to select **File**, depress both the **Alt** key and the **F** key. **File** is now selected.

You will know when you have selected **File** because your computer will display a list of options beneath the word "**File**." One of the options in this list is the **Open** option. To begin the Metrics application that is currently highlighted, select **Open** from the list of **File** options. This can be done by using either the mouse method of pointing and clicking or the keyboard method of pressing the **O** key.

Note: The method you use depends on your computer's operating system. For example, the Opening by Selecting procedure (1.2.2) works in a Windows 3.1 environment. If neither of the above methods works, consult your operating system guide.

1.3 Changing Your Mind

If you decide that you did not want to open the Metrics application at this time (that is, right after you have double-clicked the Metrics icon or selected **Open** from the **File** options), telling your computer that you didn't really want to do that will have no effect. Instead, you must wait until the Login screen appears on your monitor and then click the **Exit** button.